

**The Town of East Hartford's Personnel Appeals Board**  
**Meeting Agenda**  
**October 24, 2016**

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Date of Meeting: Monday, October 24, 2016  
Time of Meeting: 6:00 P.M.  
Meeting Location: East Hartford, Town Hall  
Council Chambers  
740 Main Street,  
East Hartford, CT 06108

- 1) Call to order
- 2) Approval of Minutes of October 04, 2016 meetings
- 3) New Business:
  - a) Proceed with Appeal Hearing
  - b) Discuss scheduling next meeting if needed
  - c) Other necessary business as required
  - d) Adjournment

2016 OCT - 6 P 2:59  
TOWN CLERK  
EAST HARTFORD

*Robert J. Pank*

The aforementioned Notice & Agenda was filed with the East Hartford Town Clerk and the East Hartford Town Council Clerk. Also, all Board Members were sent a copy via the United States Postal Service. The Appellants were also sent a copy via the United States Postal Service.

SUBMITTED BY:  
*Shawn Jones*  
CHAIR - OCT. 6 2016

This Notice and Agenda was also distributed as follows:

Mayor Marcia Leclerc  
Fire Chief John Oates  
HR Director, Santiago Malave  
Atty. Eric Chester

Atty. Peter Janus  
Corp. Counsel, Scott Chadwick  
Finance Director, Michael Walsh  
Union V.P, Matthew Flor

Asst. Fire Chief William Perez  
Daniel Wasilewski, Union President

Have you taken other promotional tests?	Yes: Chief Medical Officer, Lieutenant. Finished #1 in Chief Medical Officer exam.
Can you compare the tests?	Tests were very similar, but more fire related questions on Lieutenant's test. Written test score for Lieutenant test 83. Oral score 73
Were tests taken close to each other?	Yes. One week apart.
Different examiners?	Yes
How many panel members for each test?	3 for Chief Med. Officer, 4 for Lieutenant
Are you aware that the appellants are seeking a remedy which may discard scores?	Yes
<b>Attorney Janus to Mr. LaPointe</b>	
Were test questions the same on both tests?	No
How many questions on each test?	Chief Medical Officer – 8 questions Lieutenant – 5 questions.
<b>Attorney Chester</b> How many examiners for Chief Medical Officer Oral Panel	3
<b>Chairman Jones</b> Please describe the lead in process for the test.	Met the Proctor (Mr. Ansah, PHD) in the hall. Proctor brought me to the testing room, introduced me to the members, they introduced themselves to me. Proctor sat down and remained in place throughout the interview.
<b>Mr. Povinelli</b> Were questions given orally or in writing?	Questions were read orally off a sheet of paper by panel member.
Were you able to have questions re-read?	Yes
Was Mr. Ansah, PHD in the room while you were being interviewed?	Yes
<b>Chairman Jones</b> Was this the same process for Chief Medical Officer?	Don't recall
When you reviewed your test scores, did you review the scoring sheets?	Yes. Each had bullet points, and short notes
<b>Mr. Sousa</b> No commentary on the sheets?	No. Only notes of what he said. No explanations.
<b>Chairman Jones</b> Can you tell me what Critical Failure is?	In terms of a fire, it would be doing something that would endanger others.
When you were reviewing your scores, was there any mention of critical failure?	Personnel would not answer questions. Reviewed in Mr. Malave's office. Could have all the time I wanted to review, but not questions and no notes.
How many promotional tests have you taken over the course of your career?	Approximately 6
Have you ever seen 50% fail rate?	No

<b>Mr. Sousa to Mr. Malave</b> How many took the Lieutenant's test?	20.
<b>Chairman Jones to Appellant</b> How did panel members introduce themselves?	Name and rank
Examiners wrote notes on their sheets, but no indication of how answer was valued?	Yes
<b>Dan Wasilewski, Union President Sworn in</b> <b>Atty. Chester to Mr. Wasilewski</b> Please introduce yourself, who you are, and number of years on FD	Dan Wasilewski, 23 years on FD, 13 years Union President.
Any experience with promotional exams?	Yes. Participated in 3 oral panels for entry level FF.
Number of examiners:	4 on two, 3 on the other.
Your experience of fail rate?	10% - 15% on average.
As union president do you make yourself aware of testing results?	Yes.
Any 50% fail rate?	Never
Ever used outside proctor before?	No
<b>Atty. Janus</b> 10% - 15% fail rate only applies to tests that you were a part of?	Yes
<b>Atty. Chester</b> You were involved in only 3 tests, but aware of results of the others.	Yes
<b>Mr. Sousa to Mr. Malave</b> Whose decision to hire Mr. Ansah, PHD?	Mine
<b>Chairman Jones to Mr. Wasilewski</b> What does an examiner look for?	Panel meets, arranges questions, then meets with Chief Oates to review questions. Questions are the same for each, delivered in the same manner. Critical Fail would be if answer fails to respond correctly to the question.
<b>Are you looking for specific points?</b>	Yes. Answer must meet specific intent of questions. Many times we see same candidate over time. Generally their answers go from bad to better.
<b>Ms. Kayser</b> Does manner of answering play in?	Candidates are judged solely on their answer.
<b>Suzan Kyeremateng sworn in</b> <b>Atty. Janus to Ms. Kyeremateng</b> Were you involved in the Fire Lieutenant's test?	Yes. Gave instructions to examiners.
Have the rating scale & instructions remained the same for your 20 years?	Yes.
In this exam you used 4 examiners?	Yes

Have you used 4 in the past	Yes.
Does the number of examiners vary?	Yes. 3- 4
How many questions?	6. 1 <sup>st</sup> question is ice breaker and is not scored.
Over the years, how many questions on various tests?	5 – 7
In reviewing scores with Appellant Purcell, who met with him?	Me and Mr. Malave
Was any reference to Critical Failure made?	No
Who averaged the scores?	I did
Do you know Mr. Ansah, PHD?	Yes
His position was simply to Monitor?	Yes
Did you go over the instruction sheet with panel members?	Yes
Instructions on note taking?	Yes.
Explain rating sheet?	Yes
Any other points gone over?	Went over using ½ percentage points in scoring.
Are the overall procedures in effect, the same ones for the time you have been with the Town?	Yes
<b>Atty. Chester</b> Same forms used for 20 years?	Yes
Why not revise forms to comply?	It's a standard form that we use. It remains the same.
You do score averaging?	Yes
Does Mr. Ansah, PHD have any role other than Proctor?	No. He is in the room while the Panel is in session.
Panel members make notes and give scores. Do you read the notes when doing your averaging?	No. I look at them, but don't review them. Only the score is used.
<b>Chairman Jones</b> Mr. Ansah, PHD did not do average?	No. Panel members put score on sheet & handed to Mr. Ansah, PHD. Suzan does the averaging.
Mr. Ansah, PHD did not take notes?	No. He made sure the Panel followed instructions
<b>Mr. Povinelli</b> Candidate was given enough time to answer?	Yes
Candidate was allowed to get clarification of questions?	Yes
Why do you not modify the sheets?	Keep it standard to avoid making changes.
<b>Mr. Sousa</b> Forms purchased or created by HR?	Created by HR.
Who decides # of panel members?	Suzan & Santiago
Why is # not consistent?	We try, but people drop off panel for various reasons.

<b>Mr. Sousa</b> How are points calculated and average? Calculator or Excel spreadsheet?	Calculator
Do you keep the calculator tape?	No
<b>Atty. Chester</b> 70% is passing grade?	Yes
Rating scale starts at 4, not at 1, this means that a 7 on the sheet is not equal to 70%?	7 is viewed at 70%
Atty. Janus to Atty. Chester	Clarification of rating scale: 4 is the lowest rating, and is read as 40%, 5 is 50%, etc. Atty. Chester not pleased with this.
<b>Mr. Ansah, PHD</b> sworn in	Identified himself and clarified his position as Proctor for the Fire Lieutenants test
<b>Atty. Janus</b> Are you employed by Town of East Hartford?	No. Retired from City of Hartford Human Resources. Monitored roughly 150 promotional tests.
Explain your role at the Fire Lieutenants oral board	Pick up candidate in HR. Tell them how many examiners. Bring candidate to the exam room. Introduce candidate to examiners. Told the candidate that they would not be scored on question #1. Sat and monitored the exam. Escorted candidate out. Returned to the room and poll examiners for their scores. If more than 2 point differential, initiated discussion to try to bring scores together.
When escorting in or out, did any candidate raise concerns?	No
Did anything strike you as out of the ordinary?	No
Any deviation from the process?	No
Did panel members take notes?	Yes
Are you aware 50% failed the oral exam?	Yes
Do you see that as unusual?	Yes, but not impossible.
<b>Atty. Chester</b> How did you get involved in this process?	While in Hartford, worked with Mr. Malave. He called me and asked if I was interested in doing this.
Have you proctored other exams for the Town?	Yes
Other Fire exams?	Yes
When candidate is gone, you poll the panel?	Yes
Were you present when Ms. Kyeremateng went over the instructions?	Yes
Were you aware that sheet said 3 examiners, but there were 4?	Yes
Atty. Janus	Don't recall

Were there any 2 or more discrepancies?	
<b>Chairman Jones</b> When polling the panel, only discussed the sheets with the 2 or more discrepancies?	Yes

- 4) Next meeting scheduled for October 24, 6:00 p.m., Town Hall, Town Council Chambers.
- 5) Motion to adjourn at 7:55 p.m. by Chairman Jones, seconded by Mr. Povinelli.

These meeting minutes were filed with the East Hartford Town Clerk and the East Hartford Town Council Clerk. In addition, all Board Members and Appellants were sent a copy via the United States Postal Service.

These meeting minutes were also distributed as follows:

Mayor Marcia Leclerc	Asst. Fire Chief William Perez
Finance Director, Michael Walsh	Chief Training Officer James Silver
Corp. Counsel, Scott Chadwick	Union V.P, Matthew Flor